



Neighborhood and Community Services Department
Regulated Industries Division
635 Woodland Avenue
Suite 2101
Kansas City, Missouri 64106
Phone (816) 784-9000
Fax (816) 784-9030

REQUEST FOR RECORDS

Requestor Information:

Name _____ Organization _____

Address _____ Phone (____) _____ -- _____

Description of the Information Requested: _____

Check One:

_____ I wish to have copies of requested documents (**cost is 10 cents per copy**).

_____ I wish to view documents only (**NO notes are allowed to be taken when viewing files**).

I agree I will not take notes on or divulge any private information such as social security numbers, financial or date-of-birth.

(Signature)

(Date)

OFFICE USE ONLY – DO NOT WRITE IN SPACE BELOW:

() Access to the requested records is authorized for immediate review.

Access to the requested records is authorized for _____ with _____
(Date) (Customer Service Representative)

() Access to the requested records is not immediate for the following reason: _____

() Access to the requested records is denied under the following provisions of the Missouri Sunshine Law:

- _____ Legal Actions – Sec. 610.021(1)
- _____ Real Estate Transactions – Sec. 610.021(2)
- _____ Hiring, Firing, Discipline – Sec. 610.021(3)
- _____ National Guard – Sec. 610.021(4)
- _____ Health Proceedings – Sec. 610.021(5)
- _____ Scholastic Activities – Sec. 610.021(6)
- _____ Test Materials – Sec. 610.021(7)
- _____ Public Assistance Cases – Sec. 610.021(8)
- _____ Labor Negotiations – Sec. 610.021(9)
- _____ Computer Software Codes – Sec. 610.021(10)
- _____ Bid Specifications – Sec. 610.021(11)
- _____ Sealed Bids – Sec. 610.021(12)
- _____ Personnel Records – Sec. 610.021(13)
- _____ Other Closed Records Laws – Sec. 610.021(14)
- _____ Proprietary Scientific Information – Sec. 610.021(15)

Processed by: _____ Date: _____
(Signature)

Printed Name: _____



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REQUEST FOR RECORDS

Public Records 610.010, 610.023, 610.024, 610.026

Unless otherwise provided by law, records of a public governmental body are to be open and available to the public for inspection and copying. The governmental body may charge up to 10 cents per page for standard copies and the actual cost of the copy for larger or specialized documents (such as maps, photos and graphics). The body also may charge a reasonable fee for the time necessary to search for and copy public records. Research time may be charged at the actual cost incurred to locate the requested records. Copying time shall not exceed the average hourly rate of pay for clerical staff of the public body. A public body may reduce or waive costs when it determines the request is made in the public interest and is not made for commercial purposes.

The term "public record" includes records created or maintained by private contractors under an agreement with a public governmental body or on behalf of a public governmental body.

Each public governmental body must appoint a custodian of records. The Sunshine Law requires that each request for access to a public record be acted on no later than the end of the third business day following the date the request is received by the custodian. If access is denied, the custodian must explain in writing and must include why access is denied, including the statute that authorizes the denial.

If only part of a record may be closed to review, the rest of the record must be made available.

The law also requires that if a request is made in a particular format, the custodian shall provide the records in that format if it is available.

Revised November 5, 2007